

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u> Fleet Apprentice Mechanic	<u>Revision Date:</u> 06/17 <u>EEO Category:</u> Semi-skilled Craft Worker <u>Status:</u> Non-Exempt <u>Control No.:</u> 30499
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Senior Mechanic, performs unskilled to semi-skilled services and repairs to city vehicles and construction equipment. Also serves as a helper to skilled mechanics.

III. Essential Duties

- Under supervision, repairs, overhauls, and performs tune-ups on city vehicles and construction equipment to include hydraulic, diesel, and electrical systems, plus metal fabrication.
- Performs preventive maintenance on vehicles.
- Repairs, mounts, and balances tires on a variety of light and heavy vehicles.
- Maintains all relevant records related to vehicle maintenance.
- Washes, cleans, and services city vehicles as required.
- Operates and drives a variety of heavy equipment and vehicles to and from repair sites.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required.

Experience: Six months of training in gasoline or diesel engine mechanics preferred.

Certificates/Licenses: Valid Utah driver's license required. CDL B required within six months of hire. Utah State inspection certification required within one year of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Basic vehicle and construction equipment, engines and components, plus general maintenance; gasoline and diesel engine mechanics; tools used for the repair and building of such equipment.

Responsibility for: Great responsibility for the care, condition, and operation of vehicles, maintenance materials, equipment, tools, etc.

Communication Skills: Constant contact with immediate associates, supervisors and city employees.

Tool, Machine, Equipment Operation: Welder, drill presses, brake lathe, iron worker break, 50 ton press, scan/diagnostic tools, and various assortment of mechanical air tools; must have a wide variety of own basic hand tools.

Analytical Ability: Diagnose and repair a broad range of mechanical problems; operate all types of vehicles; establish and maintain effective working relationships with employees.

VI. Working Conditions:

Physical Demands: Frequent bending, kneeling and stooping; moderate to heavy physical activity requiring moving and lifting of heavy objects up to 60 lbs; frequent handling of equipment, objects or controls.

Work Environment: Regular exposure to disagreeable elements such as heat, cold, dampness, noise and fumes; regular exposure to potential occupational hazards due to exposure to toxic chemicals including cleaning fluids, motor fuels, oils, etc.; some exposure to stress as a result of human behavior and deadlines; frequent contact with employees; requires ability to respond to 24 hour call-out for emergency situations.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____